

ODP-81-7246

28 December 1981

MEMORANDUM FOR: Chief, Management and Analysis Support Staff  
National Foreign Assessment Center

FROM:

[Redacted]  
Deputy Director for Applications  
Office of Data Processing

SUBJECT: Delegation for Word Processing Approval  
Authority for NFAC

REFERENCE: Memo to D/ODP and DD/A/ODP from C/MASS/NFAC;  
Subject: Word Processing Requests;  
Dated: 24 November

1. The reference requests changes be made to the normal procedures for procuring word processing equipment (WPE) on NFAC's behalf. Additionally, the reference asks for a delegation of the WPE procurement approval authorities assigned to ODP, OC/COMSEC, and OS/ISSG.

2. ODP grants a delegation of its authority to the NFAC ADP Control Officer with the following provisions:

a. NFAC continues to conduct and document word processing requests in accordance with GSA and FPMR regulations. The documentation form that NFAC adopts must be agreed to by ODP. We suggest NFAC consider the ODP format which was successfully used by OPA and OSR in their office-wide studies.

b. The NFAC ADP Control Officer is an MZ Careerist.

c. A copy of NFAC studies and procurement actions be provided to D Division, Applications.

3. NFAC should negotiate directly with the OC/COMSEC and OS/ISSG regarding the delegation of their WPE approval authorities relating to TEMPEST and physical security issues.

4. If you have any further questions, please contact

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ATTACHMENTS: a/s

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24 November 1981

ODP # 81-1606

MEMORANDUM FOR: Director of Data Processing  
Deputy Director for Application/ODP

FROM : [REDACTED]  
Chief, NFAC Management & Analysis Support Staff

SUBJECT : Word Processing Requests

1. The word processing equipment approval procedure currently in effect has proved to be a severe administrative burden on NFAC and, we understand, on your own office as well. The word processing studies required for approval appear to be the major part of this burden.

2. We understand that ODP has been working on a procedure which would relieve Applications, D Division of the resource costs of conducting the study, preparing the justification, and the subsequent paper work. Such a step would improve ODP support to NFAC and reduce the ODP resource drain for these studies. Pending your adoption of a general solution to the problem, we recommend that the following changes be made to streamline the existing system:

- A. Allow NFAC/MASS/ASG to conduct the word processing studies.
- B. Allow the NFAC ADP Control Officer, currently [REDACTED] to sign off on the 2420 request. Currently only 3 or 4 people in ODP are authorized to sign the NFAC 2420 request. Since all 2420's regarding ADP go through the NFAC ADP Control Officer, it is logical to delegate the authorization to that person.
- C. Alter the flow of the 2420 such that it goes from NFAC to OL/PD/ADP&E Branch, with information copies to OC/COMSEC and OS/ISSG. The current flow from NFAC to ODP/A to OC/COMSEC to OS/ISSG to OL/PD/ADP&E requires considerable delay (2-3 weeks) unless the 2420 is hand carried. The NFAC ADP Control Officer would have the responsibility for proper location of the word processing terminal regarding electrical power and security, subject to audit by the organizations receiving copies of the form 2420.

3. If any or all of these steps can be accomplished in the near future, it would be of great help to NFAC. Please contact  if you have any questions.

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